	<p>Emergency Phone Numbers</p> <p>1st ... call 911 to notify proper authorities.</p> <p>2nd ... call Republic Properties Building Management 202-863-4048 to sound the alarm to inform the other tenants of the building.</p>
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**Portals Building
Occupancy Emergency Plan
1280 Maryland Avenue, SW
Washington, DC 20024
GSA Building Number: DC0403ZZ**



WHAT TO DO PRIOR TO EVACUATION

All occupants shall:

1. Familiarize themselves with the locations of fire extinguishers and fire alarm manual stations. **Refer to the attached floor plan. (Attachment A)**
2. Know the locations of the stairwell exits and evacuation assembly points. **Refer to the attached floor plan. (Attachments A, D, & E)**
3. Recognize the sound of the fire alarm.
3. Know how to activate the fire alarm. The fire alarm may be activated by pulling down any manual pull station.
5. Know who to call:

...Call 911 to report emergency to the proper authorities.
...Call Republic Properties Building Management 202-863-4048 to inform the other building tenants of the emergency.
Refer to the attached information sheet (Attachment F)
6. Proceed directly to the stairwell exit whenever the fire alarm is heard.
7. Know the members of the evacuation team and their assigned responsibilities. B & C)
8. Participate in the practice emergency evacuation drills.

WHAT TO DO IF YOU DISCOVER A FIRE:

You should:

1. Sound the fire alarm, no matter how small the fire seems to be.
2. Close all doors behind you, especially the door to a burning room.
3. Proceed directly to the exits. **DO NOT USE THE ELEVATORS.**
4. Go quickly and calmly to the ground floor and exit immediately.
5. In all instances, follow the directions of fire and security personnel.

IF THERE IS A FIRE OR SMOKE NEAR YOUR OFFICE:

IMMEDIATELY CALL THE FIRE DEPARTMENT - DIAL 911.

Tell them the floor and area as well as the street address and what you have seen:

Portals Building
1280 Maryland Avenue, SW
Washington, DC 20024
Suite 580C

Don't assume that anyone else *has called them*, If there is *time*, call the:
Republic Properties Property Management 202-863-4048

Before trying to leave the office, place your hand on the door, palm down. If the door feels warm to the touch within five (5) seconds, do not attempt to open as this indicates the presence of a dangerous fire condition in the corridor.

If you feel *that the corridor can* be used, alert occupants of other areas on your floor and *proceed* to the closest exit stairs, Be sure to close your door and the stair door behind you. DO NOT ATTEMPT TO USE THE ELEVATORS!

If your office door is warm to the touch or there is heavy smoke in the corridor, keep the door closed. Seal cracks around the door and any other *places* where smoke appears *to be* entering, with *wet towels if possible*.

If some smoke enters your office and you have windows which can be operated, open one slightly. In areas having windows which cannot be opened, merely drop to the floor and crawl to the nearest exit.

7. IN THE EVENT OF A FIRE, AVOID PANIC.

WHAT TO DO IF YOUR EXIT ROUTE IS BLOCKED BY SMOKE:

If your exit route is blocked by smoke:

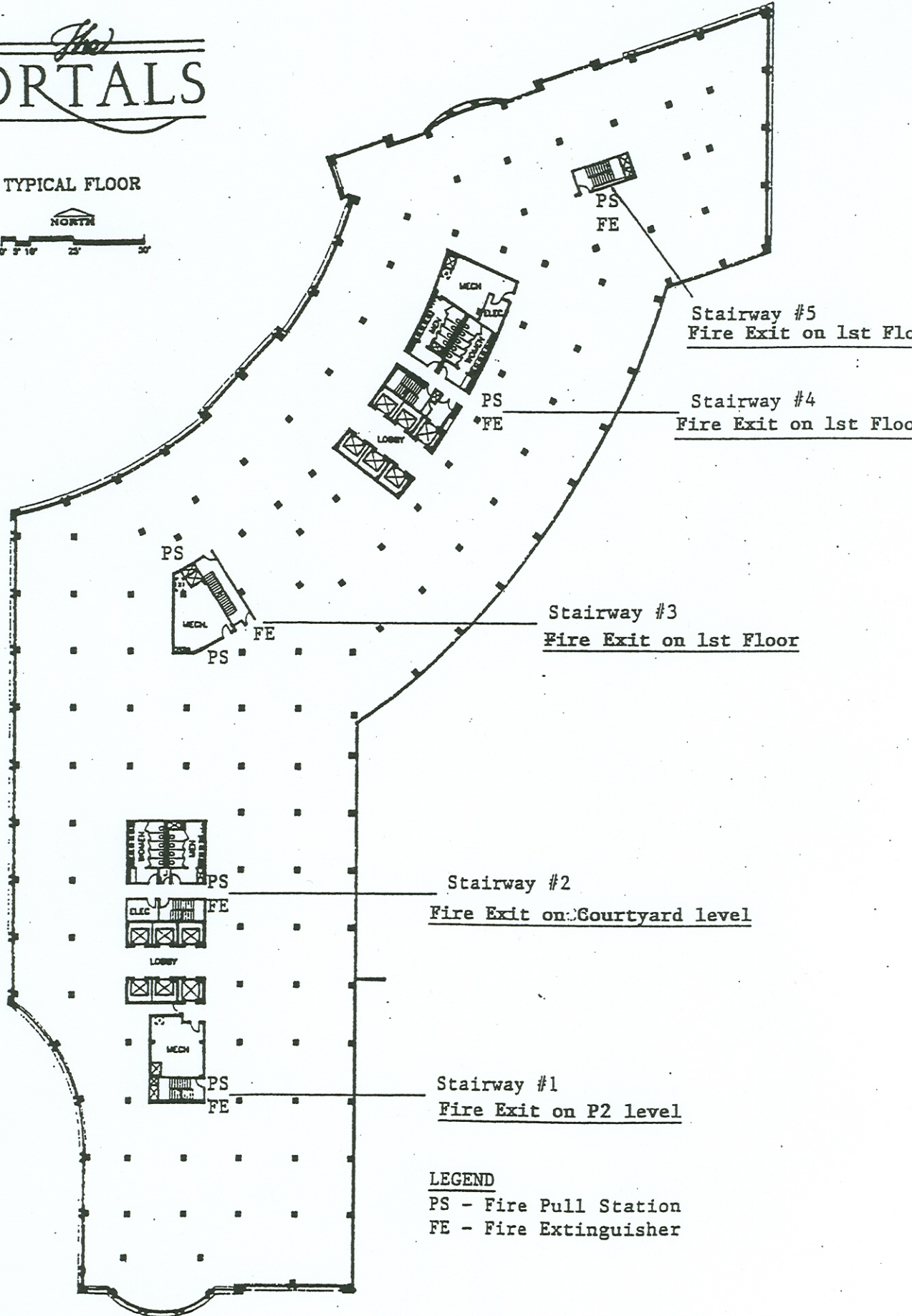
- 1. Stay calm, crawl low in smoke. The air is easier to breathe near the floor.**
- 2. If trapped in a room, close all the doors between you and the smoke. Seal the cracks around the doors and vents.**
- 3. If possible, open windows slightly at the top and bottom to let fresh air enter.**
- 4. Signal at the window to rescuers. If there is a phone in the room, give the fire department your exact location, even if they are at the scene.**

The PORTALS

TYPICAL FLOOR



Attachment A



LEGEND

PS - Fire Pull Station
 FE - Fire Extinguisher

Attachment B

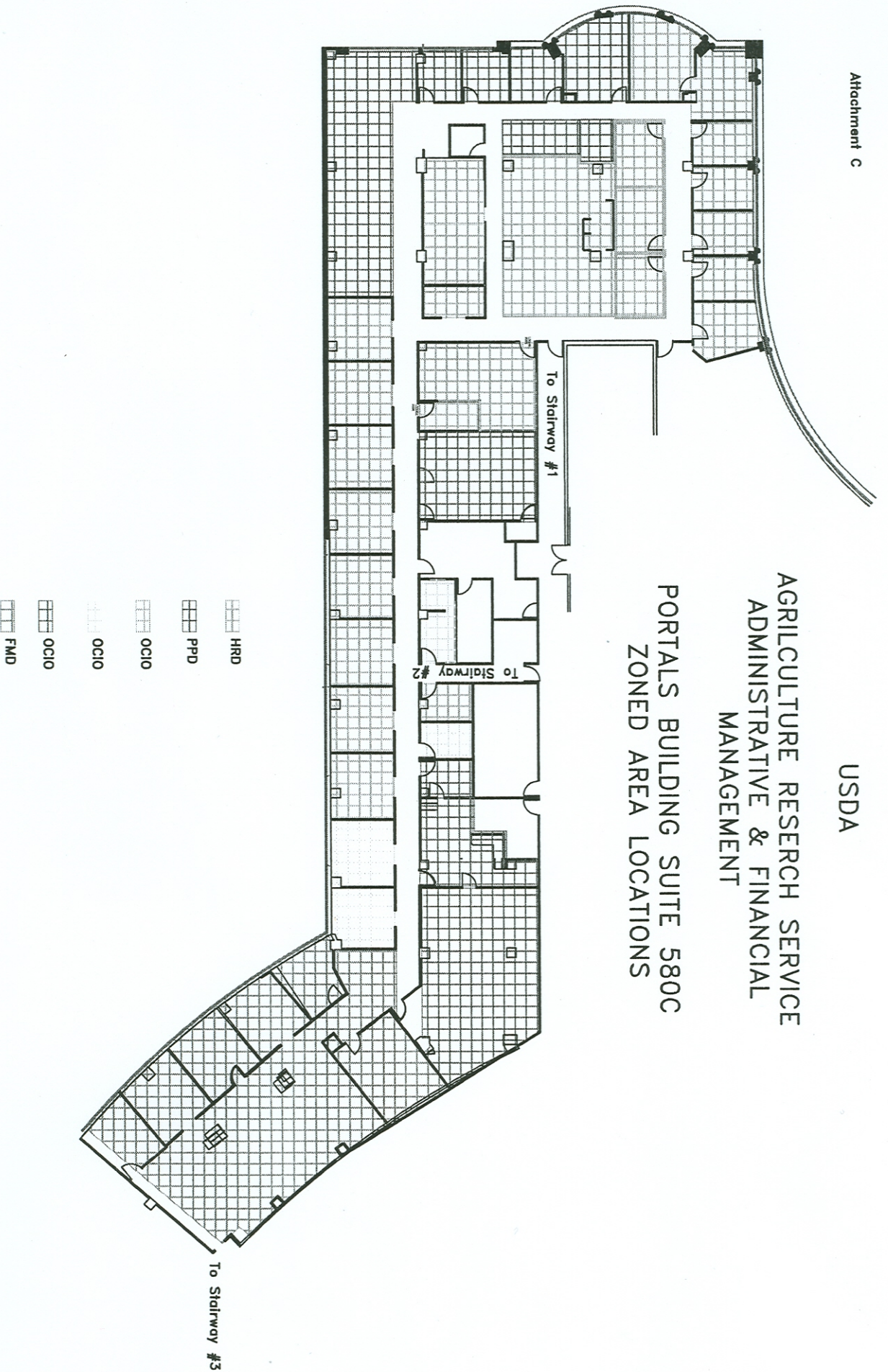
Evacuation Team Members

Name	Phone Number	Alternate Name	Phone Number	Position	Area
Charlie Potok	202-690-0095			Floor Monitor	Suite
Cheryl Brumback	202-720-2359	Linda Fischer	202-720-7684	Area Monitor	APD
Jeff Riner	202-720-6600	Ivan Scott	202-720-8734	Area Monitor	OCIO
				Area Monitor	HRD
Sharon Williams	202-720-7031	Dee Ingram	202-720-5182	Area Monitor	FMD
Carl Grover	202-720-5770	Karen Stemler	202-720-6295	Stairwell Monitor #1	
Bill Duggan	202-720-7638	Perry Williams	202-401-4971	Stairwell Monitor #2	
Angel Spates	202-720-3536	Tamara Garvin	202-720-4048	Stairwell Monitor #3	
Steve Pollard	202-720-3359	Allison Opicka	202-720-3017	Elevator Monitor 1250	
Keith Ware	202-720-2390	Sophia Tucker	202-720-2245	Elevator Monitor 1280	

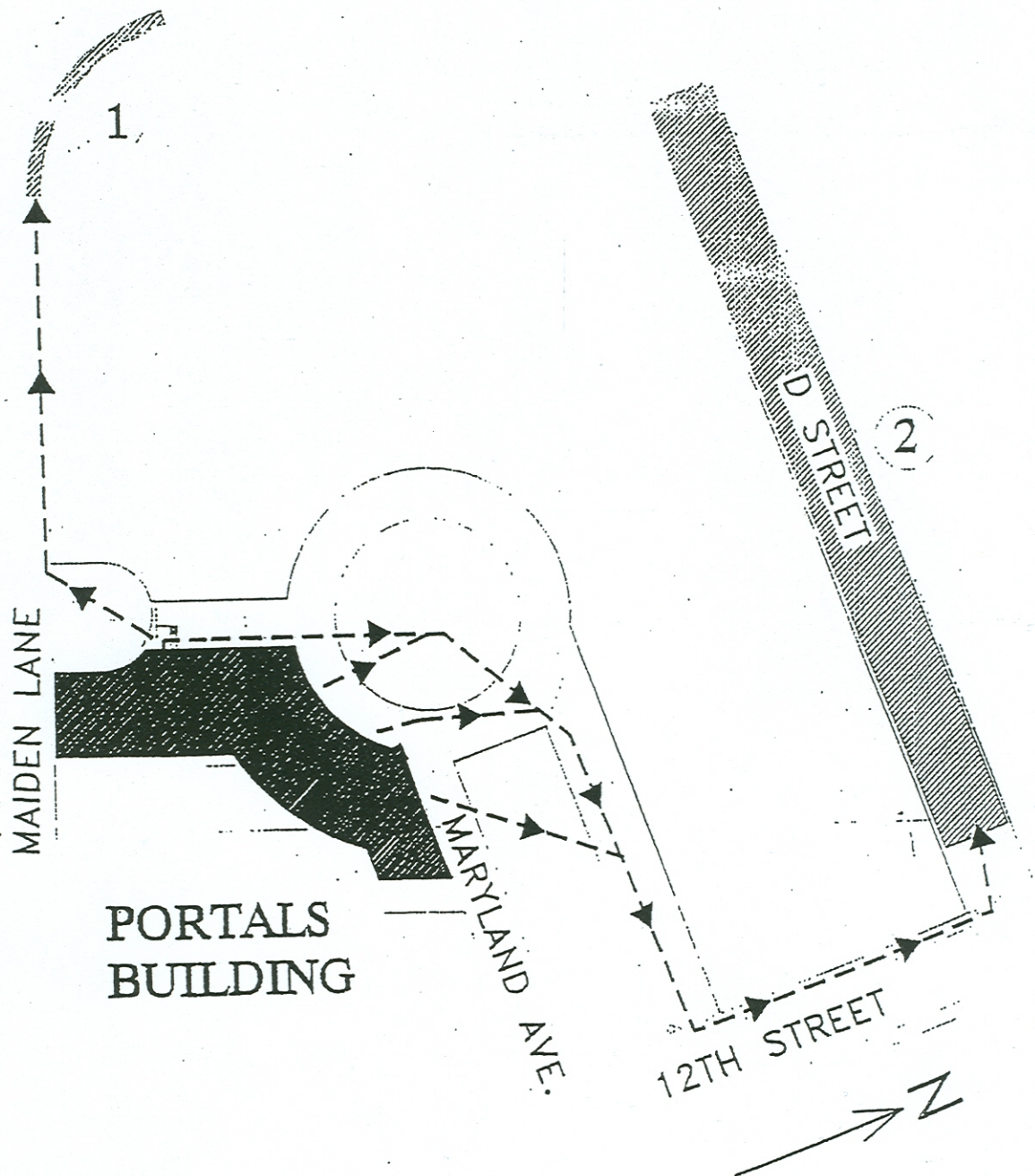
USDA

AGRICULTURE RESEARCH SERVICE
ADMINISTRATIVE & FINANCIAL
MANAGEMENT

PORTALS BUILDING SUITE 580C
ZONED AREA LOCATIONS



ASSEMBLY AREA



Portals Building Evacuation Assembly Point

C Street

1st Floor Employees			1st Floor Contractors		
2nd Floor Employees			2nd Floor Contractors		
3rd Floor Employees			3rd Floor Contractors		
4th Floor Employees			4th Floor Contractors		
5th Floor Employees			5th Floor Contractors		
6th Floor Employees			6th Floor Contractors		
7th Floor Employees			7th Floor Contractors		
8th Floor Employees			8th Floor Contractors		

13th Street

Treasury Building

Portals Employees Assembly Point

Boiler Building

Portals Contractors Assembly Point

D Street



Telephone Bomb Threat

Questions to Ask:

1. When is bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

Exact wording of the threat: _____

Sex of caller: _____ Race: _____ Age: _____

Number at which call is received: _____

Length of call: _____ Time: _____ Date: _____

Caller's Voice:

- | | | |
|--------------------------------------|---------------------------------------|--------------------------------------|
| <input type="radio"/> Calm | <input type="radio"/> Nasal | <input type="radio"/> Angry |
| <input type="radio"/> Stutter | <input type="radio"/> Excited | <input type="radio"/> Lisp |
| <input type="radio"/> Slow | <input type="radio"/> Raspy | <input type="radio"/> Rapid |
| <input type="radio"/> Deep | <input type="radio"/> Soft | <input type="radio"/> Ragged |
| <input type="radio"/> Loud | <input type="radio"/> Clearing Throat | <input type="radio"/> Laughter |
| <input type="radio"/> Deep Breathing | <input type="radio"/> Crying | <input type="radio"/> Cracking Voice |
| <input type="radio"/> Normal | <input type="radio"/> Disguised | <input type="radio"/> Distinct |
| <input type="radio"/> Accent | <input type="radio"/> Slurred | <input type="radio"/> Familiar |

If voice is familiar, who did it sound like? _____

Background Sounds:

- | | | |
|-------------------------------------|---|--------------------------------|
| <input type="radio"/> Street Noises | <input type="radio"/> Factory Machinery | <input type="radio"/> Crockery |
| <input type="radio"/> Animal Noises | <input type="radio"/> Voices | <input type="radio"/> Clear |
| <input type="radio"/> PA System | <input type="radio"/> Static | <input type="radio"/> Music |
| <input type="radio"/> Local | <input type="radio"/> House Noises | <input type="radio"/> Booth |
| <input type="radio"/> Motor | <input type="radio"/> Office Machinery | <input type="radio"/> Other |

Other: _____

Threat Language:

- | | | |
|---|----------------------------------|----------------------------------|
| <input type="radio"/> Well Spoken
(educated) | <input type="radio"/> Incoherent | <input type="radio"/> Foul |
| <input type="radio"/> Message read
by threat maker | <input type="radio"/> Taped | <input type="radio"/> Irrational |

Remarks _____





Report call immediately to your local FPS contact.

Local FPS Phone Number _____

Today's Date _____ Your Name _____

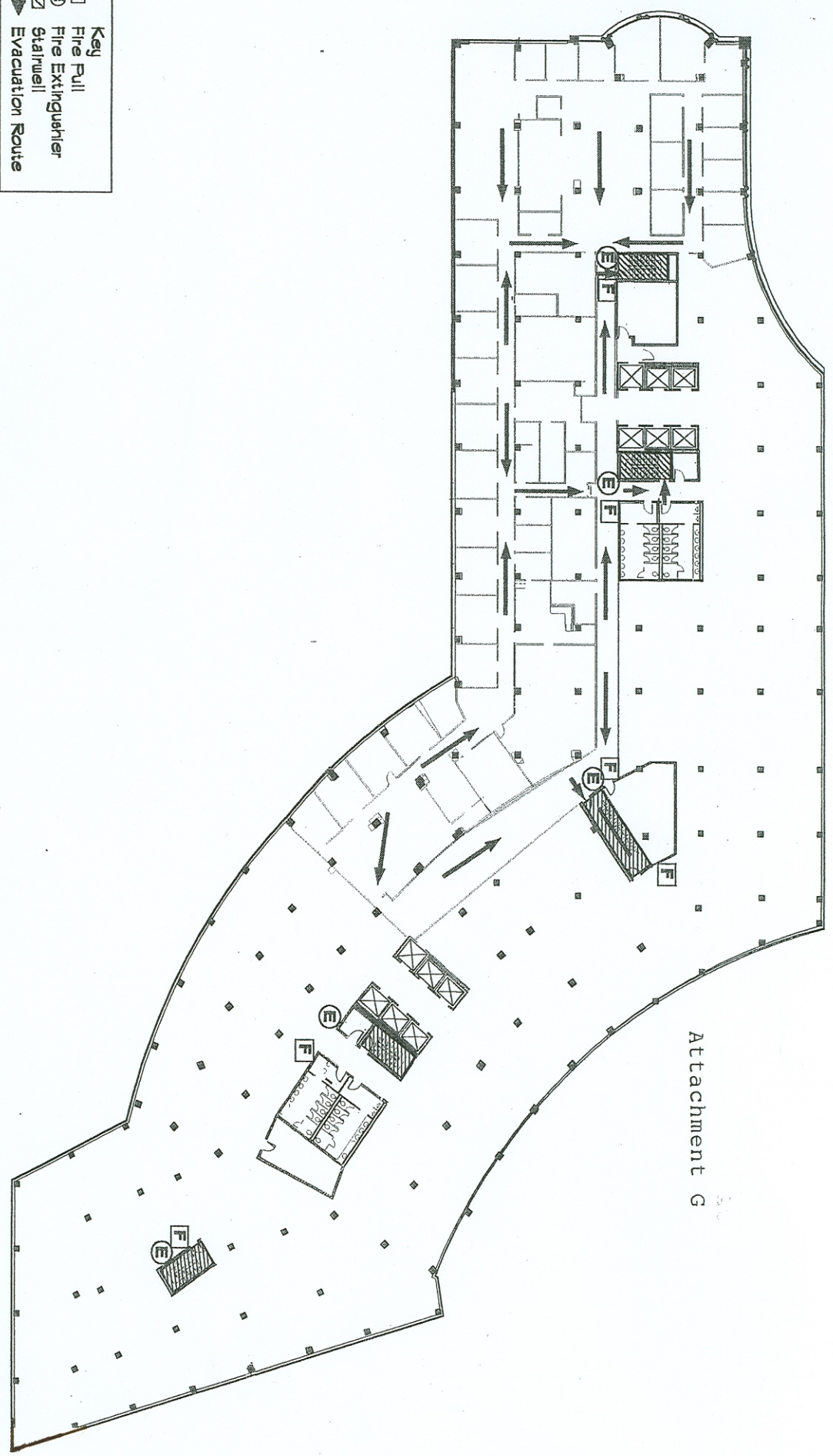
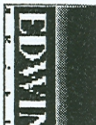
Position _____ Phone Number _____

Key

-  Fire Pull
-  Fire Extinguisher
-  Stairwell
-  Evacuation Route

USDA
Washington, DC

EMERGENCY EGRESS PLAN - PORTALS BUILDING



Helping You to



Look for this symbol on...



Posters



Website



Memos

For the latest in safety and
emergency preparedness

WWW.USDA.GOV/OO/BEPREPARED

Shelter-in-Place



To Protect from External Threats



Stay
in place



Move
to Interior spaces



Relocate
to designated areas

Follow instructions of:

Public Address, CENS, Wardens, Security Force
Take your Grab & Go Kit

For detailed guidance visit:

WWW.USDA.GOV/OO/BEPREPARED

Grab & Go Kit



for Shelter-in-Place...



BAG

easy to handle



FOOD

nonperishable
high energy bars



WATER

2 quarts in
a bottle

Visit our web site for list of recommended items

WWW.USDA.GOV/OO/BEPREPARED

Communicating Emergency Information



Public
Address



Computer Emergency
Notification
System (CENS)



Fire Alarm



VoiceReach/
MessageReach



1-800
Information
Line



Radio



Channel 6
Television



Emergency
Information
Website



Voicemail
Capabilities



System
Manager
Messages



Megaphone

Learn more about these capabilities at:
WWW.USDA.GOV/OO/BEPREPARED

Using ICS

Incident Command System

to help you...



For information on how we use the ICS to provide enhanced command, control and coordination during emergency situations in the USDA Headquarters complex, please visit:

WWW.USDA.GOV/OO/BEPREPARED

BEING PREPARED FOR AN EMERGENCY IN DOWNTOWN WASHINGTON, DC

Unless otherwise determined (listen for the message!), motorists north of Pennsylvania Avenue will be directed north, east and west on evacuation routes while motorists south of Pennsylvania Avenue will be directed south, east and west on evacuation routes.

Police, Fire or Medical Emergencies911
D.C. Emergency Management Agency (24 hour)	(202) 727-6161
Police Non-Emergencies311
MPD Command Center (24/7 line for reporting suspicious activities)	(202) 727-9099
Mayor's City-Wide Call Center	(202) 727-1000
Joint Terrorism Task Force	(202) 278-2000
(24/hr line for reporting suspicious activity)	
WASA - (Water and Sewer Authority Emergency Number)	(202) 612-3400
Washington Gas (Natural Gas Emergency Number)	(703) 750-1400
PEPCO - (Life-threatening emergencies)	(202) 872-3432
Department of Homeland Security	1-800-BE-READY

HIGHWAY ADVISORY RADIO

The District of Columbia has a Highway Advisory Radio (HAR) station (1650 AM) to provide motorists with information regarding incidents and or emergencies in the DC area.

EMERGENCY ALERT SYSTEM

In the event of a serious emergency, the District of Columbia may activate the Emergency Alert System (EAS). The EAS permits local government officials to broadcast timely information and instructions in case of possible or actual local emergencies. The primary radio stations (FM/AM) to listen to in the District include the following:

WTOP 1500 AM, 820 AM, 107.7 FM
WMAL 630 AM
WGMS 103.5 FM
WJZW 105.9 FM
WKYS 93.9 FM
WHFS 99.1 FM
WPGC 95.5 FM

VARIABLE MESSAGE SIGNS

In the event of an emergency, variable message signs will be posted on key routes throughout the city to provide information to motorists on road conditions and any other critical information.

BIKE TRAILS

In the event of an evacuation, the following bike trails can be used by cyclists and or pedestrians.

1. Rock Creek Park Trail
2. C&O Canal Tow Path Trail

3. Capital Crescent Trail
4. Suitland Parkway Trail
5. Custis Trail (I-66)
6. Mt. Vernon Trail (via 14th Street Bridge)

Information on bicycle commuting and trails

www.waba.org and www.bikewashington.org and www.commuterconnections.org

VISIT OUR WEBSITE

For more information on the District's Emergency Evacuation/Event Plan, visit the District Department of Transportation's website at

<http://www.ddot.dc.gov>

Other websites and telephone numbers to remember are:

District of Columbia Emergency Management Agency (DCEMA)

<http://www.dcema.dc.gov>

Washington Metropolitan Area Transit Authority (WMATA)

<http://www.wmata.com>

Mayor's City-Wide Call Center

(202) 727-1000

EMERGENCY TIPS

_ During an incident, stay where you are unless directed by authorities to evacuate. Staying in your location is usually the most prudent course of action unless you are in immediate danger.

_ Do not assume that you should evacuate. If evacuation is appropriate, listen for the message indicating direction to proceed and signs to follow. Information will be provided to the public through the media. Your best initial action is to "shelter in place" and stay attentive to media broadcasts.

_ Plan to walk or use transit. Metrobus and Metrorail will be operated to maximize evacuation.

_ If you leave your vehicle, make sure it is secure and not parked on an Emergency Evacuation Route.

_ If you have a car, it is best to try to keep at least 1/2 tank of gas in it at all times.

_ If you have a child in school, you need to understand fully the school's plans to protect your child in the event of an emergency.

_ If you are told to evacuate, your children may have already been taken to a safe place by the time you reach their school. Find out if this will happen and where they will go.

_ Consider partnering with other parents in your children's classes to develop joint emergency plans and shared pickups.

_ Discuss with your family how you will respond to an emergency.

_ Pick a friend or relative that all family members can call if separated (consider an out-of-state point of contact as it may be easier to

call out of state during an emergency than in the local area).

_ **Prepare an emergency Go Kit** (the kit should have a 3-day supply of *food, water, medical items, first aid supplies, a flashlight, radio batteries*, etc.)

_ Become familiar with the District's *Family Preparedness Guide* which is available through the Emergency Management Agency, and online at <http://dcema.dc.gov>

_ You, the pet owner, are responsible for your pets during a disaster.

_ If possible, plan to take pets with you if you must evacuate.

_ If you and your family are separated in an evacuation, where would you meet? Will this meeting place accept your pets?

EMERGENCY EVACUATION ROUTES

_ Twenty-Five (25) streets radiating from downtown Washington, DC are identified as emergency event/evacuation routes. The routes extend to the Capital Beltway (I-495) and beyond.

_ Outbound signs direct motorists to I-495 in Maryland and Virginia. Inbound signs show images of monuments (see below). Evacuation routes are also identified by street name signs, which include the red and white District flag. (3 red stars located above 2 red bars)

_ Pennsylvania Avenue, NW, between Rock Creek Park and the US Capitol is the dividing line for egress routes if directions are given to evacuate the DC Central Business District.

_ None of the evacuation routes cross and no vehicles will be permitted to cross the Pennsylvania Avenue dividing line during an emergency evacuation.

_ Traffic signals (lights) will be timed to move traffic away from the event/incident area across jurisdictions.

_ Critical intersections on the emergency evacuation routes within Washington, DC will be staffed by uniformed law enforcement officers to expedite vehicle and pedestrian traffic.

_ All of the evacuation routes radiate out of the city and feed into the beltway (I-495 loop), allowing motorists to access all points north, south, east and west.

_ Evacuation routes may be used as ingress routes to bring people into DC should the evacuation of a jurisdiction in the Washington Metropolitan Region become necessary. Event conditions in an evacuation may also require identified evacuation routes to become dedicated ingress routes. *March, 2004*

BE PREPARED

Make A Plan... In A High Rise Building

1. Use available information to evaluate the situation. Note where the closest emergency exit is.
2. Be sure you know another way out of the building in case your first choice is blocked.
3. Take cover under a desk or table if things are falling.
4. Move away from the file cabinets, bookshelves or other things that might fall.
5. Face away from windows and glass. Move away from exterior walls.
6. Determine if you should stay put, “shelter in place” or get away. Listen for and follow the instructions from authorities.
7. Take your emergency kit, unless there is reason to believe it has been contaminated.
8. Do not use the elevator.
9. Stay to the right while going down stairwells to allow emergency workers to come up the stairs into the building.